

APPENDIX A

DATE

John Doe
MAILING ADDRESS

RE: Your public disclosure request: Individuals with Disabilities Education Act

Dear Mr. Doe:

This letter is a follow-up to my letter of December 26, 2006, in which I specified that King County was in the process of determining whether records existed which would be responsive to your public disclosure request. In your original letter of December 18, 2006, you requested all records pertaining to:

1. proposed federal or state or local regulations implementing rules for natural environments under the federal Individuals with Disabilities Education Act; and
2. communications between the U.S. Office of Special Education and Rehabilitative Services and any state or local governments including but not limited to state agencies, related to implementing rules for natural environments under the federal Individuals with Disabilities Education Act.

King County staff have identified responsive records and are in the process of collecting them for your review. These records will be available for your inspection and/or copying on or after January 20, 2006. To review the records, simply contact INSERT APPROPRIATE STAFF NAME AND PHONE NUMBER. INSERT STAFF PERSON'S NAME can arrange for you to review the documents and will facilitate any copying that you require at the standard County rate.

Please keep in mind that the Executive's Office will only hold these records for 30 days. Therefore, if you do not contact NAME OF PUBLIC DISCLOSURE OFFICER prior to February 20, 2007, you will need to make another public disclosure request.

If you have questions or need additional information, please do not hesitate to contact me directly at SIGNATORY'S PHONE NUMBER.

Sincerely,

RESPONSIBLE STAFF PERSON,
Public Disclosure Officer